

Clarkson University Libraries

Collection Development Policy

Introduction

The primary objectives of the University Libraries collection development team are to identify, evaluate, acquire, maintain, and provide seamless access to the information resources that support the teaching, learning, and research activities of the Clarkson community. This activity is guided by the descriptions of curriculum and research of the schools, departments, centers, and institutes.

Collection Development includes the following principles:

- Maintain an appropriate balance between undergraduate needs and the research needs of graduate students and faculty.
- Maximize technology to enhance the access and use of collection resources.
- Provide access to collection resources regardless of the user's physical location.
- Provide a mix of publication formats appropriate to the needs of specific areas of research and teaching.
- Acquire research material (print, electronic, media, microform, etc.) of lasting value that is requested by faculty and administration.
- Acquire archival material pertaining to Clarkson University. (*see Archives Policy*)

Criteria for Selection of Materials

Institutional goals, relevancy to the Clarkson curriculum and research agendas, quality of content, and fulfillment of academic needs are the primary factors taken into consideration when selecting materials. Specific considerations in choosing individual items include some or all of the following:

- Lasting value of the content
- Appropriateness of treatment level
- Strength of present holdings in same or similar subject areas
- Demand, as determined by, e.g. circulation data and interlibrary loan requests for material on the same or similar subjects
- Cost effectiveness
- Suitability of format to content
- Authority of author
- Reputation of publisher
- Reviews in subject-specific and standard library reviewing sources

The general emphasis is to acquire and retain materials which are currently the most authoritative in their fields. The Libraries recognizes the need for retrospective purchases, and systematically uses standard bibliographies and other evaluation tools to locate and fill gaps in the collection when warranted by curriculum changes and new program additions. However, in view of the difficulty and expense in obtaining out-of-print and reprinted material, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

Selection of materials is the responsibility of the Collection Development Team. Faculty members are encouraged to make recommendations for library acquisitions from their professional literature as well as for materials supporting their courses and students' research needs. Students' requests for acquisition of materials are also welcomed, and are reviewed by the same standards as are requests from all other sources.

Types of Materials

Monographs

When there is an option of paper, hardcopy or electronic format, the choice is based on expected use, lasting value of content, and cost differential. While all formats will be considered in the Libraries' purchase and/or access decisions, increased emphasis will be on electronic format. When available and budgetary constraints allow, the electronic format will be the primary format purchased.

Textbooks which are required for class are not purchased.

The exceptions are those texts which have earned reputations as "classics" in their fields, or when a textbook is the best or only source of information on a particular topic may be considered on an individual basis and at the discretion of the Collection Development Team.

Duplicates are purchased only under unusual circumstances.

Local holdings of the Associated Colleges will be taken into consideration when making acquisition or de-accessioning decisions.

Serials

The serials collection supports the research needs of Clarkson undergraduates, graduate students, and faculty. Serials are issued in paper, microform and electronic format. While all formats will be considered in the Libraries' purchase and/or access decisions, increased emphasis will be on electronic format. When available and budgetary constraints allow, the electronic format will be the primary format purchased.

General Selection Criteria

Serials will be selected and deselected based on how well they support the continuing information needs of the university community. Factors to be considered may include but are not limited to:

- Support of academic programs
- Cost, including such data as rate of price increases and cost of storage

- Uniqueness of subject coverage
- Standing or reputation of the journal within the professional community
- Full-text availability through electronic means
- Usage or projected usage
- Availability of indexing for the serial being considered
- Holdings at other institutions
- Availability through database aggregators
- Packages will be evaluated based on ROI

Evaluation

The Clarkson University Libraries has a long standing annual serials review process to determine which serial subscriptions should be added/cancelled. Usage is considered, and overall budget constraints are addressed. Through this process the most appropriate and cost-effective formats are determined.

E-resources

- The intellectual content of the electronic resource, whether purchased or free, must meet university needs based on the judgment of the Collection Development Team.
- Selection criteria need to be consistent with the University Libraries' plans for establishing an electronic information environment.
- Whenever possible, access to the electronic resource must support remote users of library and information resources.
- The cost of the resource must be sustainable by the University Libraries' collections budget for the foreseeable future.
- The University Libraries are able to provide the technology and staff to deliver and support the resource.
- The University Libraries will participate in consortia purchases for desired materials when the agreement provides a significant price advantage over the cost as an individual institution.
- The University Libraries will purchase available back files of an electronic resource if affordable and deemed necessary to the support curricular and/or research needs of the Clarkson community.
- The product should reflect the quality expected of similar materials in other formats.
- The product should be "user-friendly," that is, provide ease of use and guidance for the user via appropriate menus, help screens, or tutorials.
- The University Libraries will maintain the stability and consistency of electronic titles offered to the Clarkson community whenever possible.

Vendor and Licensing

- The vendor should be stable and reliable, and offer technical support.
- A change of vendors will occur only when a new vendor can deliver a superior search interface, enable greater and more reliable remote access at a reasonable cost, or provide other key factors, such as archives.
- The Director of Libraries negotiates all terms of licenses and contracts.

Non-Print Materials

Purchases of non-print materials are evaluated on the same basis as monographs, with special emphasis on the suitability of the format to the content, and on the quality of the production.

Collection Maintenance

Continuous maintenance of the collection is carried out based upon availability of more recent publications, outdated information, and shifting demands of the curriculum. In general, all materials regardless of format, in the collection should be reviewed minimally every three to five years to remove materials no longer relevant to the curriculum and older materials where sufficient coverage is provided by contemporary titles.

Every effort should be made to replace lost or heavily damaged titles if they are judged to be of continuing relevance to the collection. When damage is confined to a few pages, repair is preferred over replacement.

Gifts which duplicate existing holdings should be used to upgrade the condition of the collection by replacing worn circulating copies with sounder gift copies.

The condition of all materials should be monitored to ensure those in need of repair and rebinding is attended to before they are irreparably damaged.

Gifts in Kind

The University Libraries may accept donations of materials on condition of full ownership and responsibility for disposition. Acceptance is based on the criteria set forth in this policy. Items are added to the collection or disposed of at the discretion of library personnel.